

Instructions for Completing a Special Milk Claim for Reimbursement

Step 1: Log in to the Child Nutrition Technology System at <https://www.ncchildnutrition.org>

Step 2: Select the “Claims” tab



Step 3: Select the “Claim – SNP”

Applications Claims Compliance Reports Security Search	
Claims >	
Item	Description
Claim - SNP	School Nutrition Program Claims
Claim - SSO	Seamless Summer Option Claims
Claim - FFVP	Fresh Fruit and Vegetable Program Claims
Claim Rates	View current claim rates
Payment Summary	Summary of payments made to this SFA

Step 4: Select the Claim Month

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2012					\$0.00
Aug 2012					\$0.00
Sep 2012					\$0.00
Oct 2012					\$0.00

Step 5: Select “Add Original Claim”

Claim Month: July 2012

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
There are no claims for this month.						
Total Earned					\$0.00	

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Step 6: Complete “Special Milk Program” Information

M1= Number of ½ Pints of Milks purchased

M2= Total cost of milks purchased

M3= Number of sites providing milk during the claim month

M4= Total Monthly Attendance – **THIS IS A NEW REQUIREMENT.** Please enter the total attendance for the entire claim month. For example, if there were 10 days during the claim month and a daily total of 800 students, the figure entered would be 8000

M5= Number of days milk served during the month

M6= Number of milks served to students by category

Special Milk Program

M1. Number of Fluid Milk ½ Pints Purchased:	<input type="text" value="0"/>
M2. Total Cost of Fluid Milk Purchased This Month:	\$ <input type="text" value="0.00"/>
M3. Authorized Sites Participating:	<input type="text" value="0"/>
M4. Total Monthly Attendance:	<input type="text" value="0"/>
M5. Number Operating Days:	<input type="text" value="0"/>
M6. Reimbursable Milk Served (Children Only)	
a. Free Milk Served:	<input type="text"/>
b. Paid Milk Served:	<input type="text"/>
c. Total Milk Served (a + b):	<input type="text"/>

If the SFA is a “NON-PRICING PROGRAM”: All milks are to be claimed as “PAID MILK”

If the SFA is a “PRICING without FREE OPTION”: All milks are to be claimed as “PAID MILK”

If the SFA is a “PRICING with FREE OPTION”: Milk provided to free students based on a household application are claimed as “FREE”, all others “PAID”

Step 7: Press Save

Save

Cancel

Step 8: The following screen appears once the “Save” button is pressed, the following information appears. Review the meals entered for accuracy and then check the “Certification” box and press “Submit for Payment”

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Aug 2012	0				

SFA Totals			
Meal Type	Meals/Supplements Served	Federal Rate	Reimbursement Federal Amount
Special Milk Program			
Free	0	0.2500	0.00
Paid	575	0.1925	110.69
Total	575		110.69

Claim Reimbursement Total	110.69
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Certification
<input type="checkbox"/> I hereby certify that this report is complete and current according to the records of this office and to the best of my knowledge, this administrative unit has complied with all federal and state requirements and that reimbursements claimed have not been received.

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Submit For Payment

Step 9: The system now provides a confirmation number for every claim submitted. Select “Finished” to complete the submission of the monthly claim. (TURN TO NEXT PAGE)

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Aug 2012	0	09/04/2012	09/04/2012		Original

Confirmation Number: **CDHFBD**

Thank you for your **August 2012** Claim Submission.

An email confirmation has been sent to:

Finished